

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 34

October 9, 2001

**SUBJECT: FIREARMS SUPPLEMENTAL PROPERTY REPORT, FORM 10.01.01 -
ACTIVATED**

PURPOSE: The Department has a Memorandum of Agreement with the Bureau of Alcohol, Tobacco and Firearms (ATF) to ensure that all recovered firearms are reported to the ATF's National Tracing Center. Of the approximate 9,000 firearms confiscated by the Department each year, more than 70 percent of the reports are missing information required by the ATF. In an effort to successfully report recovered firearms to the ATF, the Department has activated the Firearms Supplemental Property Report, Form 10.01.01, which will provide more descriptive firearms information to the ATF's National Tracing Center. This data will also aid the Department in solving gun-related crimes by capturing additional information.

This Order activates the Firearms Supplemental Property Report, Form 10.01.01, and establishes a procedure for its use.

PROCEDURE:

**I. FIREARMS SUPPLEMENTAL PROPERTY REPORT, FORM 10.01.01 -
ACTIVATED.** The Firearms Supplemental Property Report, Form 10.01.01, is activated.

A. Use of Form. This form is used to document detailed information on each firearm booked.

B. Completion. Officers booking any firearm into Department custody shall complete the Firearms Supplemental Property Report in addition to a Property Report, Form 10.01. Officers shall complete one Firearms Supplemental Property Report for each firearm booked, with additional forms completed when more than two associates exist.

Note: All associates with the possessor of the firearm must be identified. For example, if a suspect is arrested with a gun and is accompanied by three associates, two associates are listed with the possessor on the Firearms Supplemental Property Report. The third associate is listed on a second Firearms Supplemental Property Report form.

C. Distribution. The distribution for the Firearms Supplemental Property Report is the same as the Property Report, Form 10.01.

II. BOOKING FIREARMS. Officers booking a firearm into Department custody shall complete the Firearms Supplemental Property Report, in addition to following the Booking Firearms procedure outlined in Department Manual Section 4/540.30. The Firearms Supplemental Property Report shall follow the Property Report, Form 10.01, in page sequence in all circumstances and be submitted to a supervisor for approval. The supervisor shall review the Firearms Supplemental Property Report for completeness and accuracy, **ensuring that all available information has been included.** Property officers receiving firearms to be booked shall ensure that a completed Firearms Supplemental Property Report is attached to the Property Report for each firearm booked.

III. COMMANDING OFFICER, DETECTIVE HEADQUARTERS DIVISION, RESPONSIBILITY. The Commanding Officer, Detective Headquarters Division, shall ensure that the information contained on the Firearms Supplemental Property Report is forwarded to the ATF's National Tracing Center in compliance with the current procedure established between the ATF and the Department.

FORM AVAILABILITY: The Firearms Supplemental Property Report, Form 10.01.01, will be available on the Local Area Network and available from the Department of General Services, Distribution Center, in about 90 days. A copy of the form is attached for immediate use.

AMENDMENTS: This Order adds Section 5/10.01.01 and amends Section 4/540.30 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

Attachment

DISTRIBUTION "D"